
TABLE OF CONTENTS

INTRODUCTION

WHAT DOES CONTRACEPTIVE LOGISTICS MEAN?	1
---	---

BRIEF LOGISTICS GLOSSARY	2
--------------------------------	---

PART I

MANAGING CONTRACEPTIVE SUPPLIES	3
---------------------------------------	---

Essential Logistics Data	3
--------------------------------	---

The Stock Card	4
----------------------	---

The Daily Activity Register	8
-----------------------------------	---

The Requisition and Issue Voucher.....	10
--	----

The Maximum/Minimum Inventory Control System.....	13
---	----

Assessing Your Supply Status	18
------------------------------------	----

Ordering Supplies	19
-------------------------	----

FOLLOWING GOOD WAREHOUSING PRACTICES	20
--	----

First-to-Expire, First-Out (FEFO).....	21
--	----

When Contraceptive Supplies Arrive.....	21
---	----

Shelf Life and Storage Conditions	22
---	----

When to Check Contraceptive Quality	23
---	----

How to Check Contraceptive Quality	23
--	----

Problems with Contraceptive Quality	26
---	----

Managing Complaints about Contraceptives	27
--	----

Conducting a Physical Inventory	28
---------------------------------------	----

Warehouse Space Requirements	33
------------------------------------	----

USING LOGISTICS DATA	36
----------------------------	----

Forecasting	36
-------------------	----

Couple-Years of Protection	39
----------------------------------	----

COMMON LOGISTICS PROBLEMS, PROBABLE CAUSES, POSSIBLE SOLUTIONS.....	42
--	----

PART II

SUPERVISING SUPPLY MANAGEMENT	45
-------------------------------------	----

Principles of Supervision	45
---------------------------------	----

Conducting a Site Visit	46
-------------------------------	----

Contraceptive Supply Manual.....	53
----------------------------------	----

Resources for Further Information	55
---	----

Index	57
-------------	----

INTRODUCTION

What Does Contraceptive Logistics Mean?

The contraceptive logistics system is a vitally important part of any program that provides family planning services. It is the system that is responsible for getting the contraceptives from the manufacturer to the family planning client. It encompasses a number of activities along the way, such as transporting and storing the contraceptives, maintaining adequate supply levels, and keeping records. If the logistics system is not working well, service delivery sites will not have the contraceptive supplies their clients need.

The purpose of a contraceptive logistics system is to get the

right **quantities** of the
right **contraceptives** to the
right **places** at the
right **time** in the
right **condition** at the
right **cost**.

In other words, the staff who manage contraceptive supplies need to determine

how much (quantity and cost)
of **what** (contraceptive) needs to go
where (what location)
when and
how to get it there in good condition

To provide family planning clients with good contraceptive services, you must make sure that you have

- The right amount of supplies on hand (not too many, not too few).
- Contraceptives of good quality (not expired, not damaged).
- A full selection of the contraceptive methods that your program offers and clients request.

Brief Logistics Glossary

The following logistics terms are used in this guide.

Contraceptive method: A category of contraceptive, such as oral contraceptives, intrauterine devices (IUDs), injectable contraceptives, and condoms.

Contraceptive product: The method and brand name of a contraceptive. Different brands of the same contraceptive method are considered to be separate products. For example, Lo-Femenal® and Microgynon® are different brands of combined oral contraceptive pills, and are separate contraceptive products.

Dispense (to user): To provide a contraceptive or other item to its ultimate user (the client). A service provider dispenses contraceptives to a family planning user at a clinic or other outlet.

Dispensed-to-user data: The number of units of a product (usually a specific brand or contraceptive method) provided to clients of family planning services (contraceptive users) over a specified time period.

Issue: To provide a contraceptive or other item to a storage or service delivery facility. A storage facility issues supplies either to an outlet or to another storage facility (but not to a user).

Lead time: The interval between the time that supplies are ordered (or allocated) and when they are received and available for use.

Outlet or service delivery point: A clinic or other site where contraceptives are dispensed to users.

Review period or order interval: The routine interval between reviews of stock levels to determine whether an order should be placed, or between regularly scheduled orders of supplies.

Stockout: When an outlet or storage facility has no stock on hand of a particular item.